# *INDIVIDUAL DEVELOPMENT PLAN-Sample*

(Instructions on Reverse)

| 1. EMPLOYEE'S NAME | 2. Telephone Number: |
|---|---|
| **Public, John Q.**<br>**E-Mail:**<br>**john_q_public@nw.hroc.navy.mil** | DSN: |

PRIVACY ACT *STATEMENT*

General - This Information is provided pursuant to Public Law 93 - 570 (Privacy Act *of* 1974).

Authority -Government Employees Training Act of 1958 (U.S. Code, Title 5, sec. 41101 to 41 Is).
Purpose and Uses - The information on this form is used in the administration *of* the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate.

The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File.
Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation In training programs.

3. CURRENT POSITION TITLE SERIES AND GRADE

**Supervisory Electrical Engineer, GS-XXX-13**

4. ORGANIZATION

**Puget Sound Naval Shipyard**
**Shop 500 – 1234 John Paul Jones Court**
**Bremerton, WA 98312-0000**

5. DEVELOPMENTAL EXPERIENCES NEEDED FOR (Check One)

☐ a. MORE EFFECTIVE PERFORMANCE IN PRESENT OR FUTURE POSITION (S)

☐ b. MORE PARTICULAR DEVELOPMENTAL EXPERIENCES DESIRED/NEEDED AT PRESENT TIME

6. DEVELOPMENTAL OBJECTIVES /GOALS

a. SHORT TERM (Forthcoming Year)

**Gain knowledge of personnel policies and procedures for paying, appraising, and developing employees. Develop supervisory skills in teambuilding, setting goals and objectives, planning and conducting team meetings, managing and resolving team conflict.**

b. LONG TERM (Following Three Years)

**Develop managerial skills and knowledge of organizational effectiveness to improve processes.**

7. **METHOD OF ACCOMPLISHMENT** OF OBJECTIVES I GOALS

| a. DEVELOPMENTAL ASSIGNMENTS<br>(Include scheduled dates and facilities) | b. FORMAL TRAINING<br>(Include scheduled courses and dates) | c. OTHER ACTIVITIES<br>(Include scheduled dates and describe activities) |
|---|---|---|
| **OJT training by Department Head in completing site surveys, 21-22 August 20XX. Two week detail to NAVSEA to learn about training requirements for Engineering Apprentices, 18-29 September 20XX.** | **"Introduction to Supervision," 5-8 September 20XX**<br>**"Supervisor's Role in HR Management," 5-8 December 20XX**<br>**"Speaking With Power, Poise, and Presence," 21-22 March 20XX** | **View video "After All, You're the Supervisor," 24 min**<br>**Read "Stepping Up to Supervisor" by Marion E. Haynes** |

**8. REMARKS**

| 9. EMPLOYEE'S SIGNATURE (IDP *concurred by employee*) | Date | 10. Supervisor's Siqnature (IDP *concurred by supervisor*) | Date |
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